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FEB 26 1953

MEMORANDUM FOR: CIA Career Service Board

THRU: Executive Secretary

SUBJECT: Report of DD/P Career Service Board Activities for the
Period 15 January 1953 to 15 February 1953

1. The DD/P Career Service Board held two meetings during the period
15 January 1953 to 15 February 1953.

2. The Board established the following policies and procedures:

a. Set up a working group for the DD/P Board composed of
the Career Service Officers of the Senior Staff Career Service
Boards to make staff studies, when necessary, and other related
duties.

b. Established the procedure where all recommendations
for appointment of Mission or Station Chief would be forwarded
to DCI through the DD/P Career Service Board.

c. In order to maintain uniformity throughout the DD/P
Area all personnel actions affecting employees at the grade
GS-13 level and above would be submitted to C/ADMIN for
screening through the working group and submission to DD/P
Career Service Board if necessary.

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f. It was decided, as a matter of policy, all Branch Chiefs and above would be provided further training to the fullest extent possible.

g. The Board agreed that our current physical standards are satisfactory and so informed the Chief, Medical Staff.

h. The Board decided to meet as often as necessary but not less than once monthly.

3. In addition to the above, the Board reviewed and acted upon a number of promotion, appointment, and reassignment actions for senior personnel within the DD/P Area.

BY DIRECTION OF DD/P:

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